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TAB B

MAIL AND COURIER SERVICE

Duty Assignments of Laborers

Two of the six laborers will be assigned to the SIS, Touch, and Film runs, as shown in Tab A - Annex 1, and to other heavy and laborious assignments. The other four will be assigned to the two mail shuttle trucks as shown in Tab A - Annex 1. The Couriers thereby relieved will be made available for other purposes, the need for which has been outlined in paragraph 4 (Conclusion) of this study.

**TAB
B**

SECRET

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After interviews with representatives of this Agency, the following conditions of employment have been explained to me and are clearly understood:

A. That I am being considered for employment as a courier, the duties of which have been thoroughly explained to me including the handling of heavy mail bags weighing up to as much as 70 pounds, loading and unloading of same on and off mail trucks, the driving of mail trucks and other vehicles, and the performance of overtime work when required.

B. That in accepting the courier position I will be expected to remain as a courier until such time as there exists another position for which I was qualified and acceptable and to which I could not be transferred until a replacement had entered on duty and was trained.

C. That there are possibilities for advancement and promotion within the courier office for which I would be considered together with other personnel of that office.

DATE _____

Signature of Applicant

NOTE:

P.O. regulations limit bags to 70 pounds - readjustment of weight is done in courier office to meet requirement.

SECRET

ANNEXES

Table of Contents

ANNEX # 1 - DAILY SCHEDULED ROUTE

Tab A - Courier Service

Tab B - Messenger and Truck Drivers

Tab C - Daily Scheduled Services assumed since 30 June 1954

ANNEX # 2 - SPECIAL REQUIREMENTS

Tab A - Scheduled Special Requirements

Tab B - Recurring Special Requirements Assumed since 30 June 1954

Tab C - Future Special Requirements

**ANNEX # 3 - SPECIAL DETAIL OF MAIL & COURIER BRANCH COURIERS TO
OTHER AGENCY COMPONENTS**

ANNEX # 4 - SPECIAL FACTORS

Tab A - Organization of Mail and Courier Branch

Tab B - Overtime

Tab C - Financial Comparison

Tab D - Other Special Factors

**ANNEX # 5 - DESCRIPTION OF COURIER AND LABORER QUALIFICATIONS AND
TYPE ASSIGNMENTS**

Tab A - Courier

Tab B - Laborer

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